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Tri-County Senior Squadron

Senior Member Orientation Guide

February 5, 2002



Developed for GLR-OH-244
By Lt Goff and 2Lt Woods



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Introduction

Welcome to Civil Air Patrol and the Tri-County Senior Squadron. We have developed this guide to help you through your first year as a Senior Member. This guide is a combination of the materials in the CAP Senior Member Fast Start Guide

(<http://www.capnhq.gov/docs/webregulations/pamphlets/P007.pdf>) and additional information you will find useful as a new senior member.

Web Site Links	
Squadron Site:	http://ohwg.cap.gov/tcss/
Great Lakes Region:	http://glr.cap.gov/
Ohio Wing	http://ohwg.cap.gov/
National Headquarters	http://www.capnhq.gov

Your Early Days

Your First Meeting(s)

You first few meetings may seem a little overwhelming with all the acronyms and terminology. Don't worry; you'll soon get the feel for things. This guide will also help you with some of the major items.

Depending on how you got to your first meeting, your understanding of CAP may vary. Please do not hesitate to ask questions. In the back of this document we list the various seniors in leadership positions. Seek them out; they can be a great source of information.

Applying for Membership

Membership in CAP is governed by CAP Regulation 39. The following link is to the regulation: http://www.capnhq.gov/docs/webregulations/M039_002.pdf

The regulation states:

“All applicants for senior membership in CAP must be accepted by the unit and higher headquarters and must meet the following criteria:

- a. General. Possess the desire, willingness, and capability to promote the objectives and purposes of CAP.***



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- b. Age. Be at least 18 years of age or be a member of the Armed Forces on active duty at any age.*
- c. Citizenship. Be a citizen of the United States of America or an alien lawfully admitted for permanent residence to the United States of America and its territories and possessions or any lawfully admitted non citizen residing in the United States specifically approved by the National Commander's designee (HQ CAP/DP)".*

Applying for membership is not too hard. There is an application form (CAP Form 12) that can be found online at: <http://forms.cap.gov/capforms/pdf/capf012.pdf>

Besides the application form, you will need to complete a CAP Fingerprint Card. We usually have those available. A CAP card must be used. Most police stations can complete the fingerprinting. Once these are completed, you can submit them to the Unit Commander for his signature and submission. A check for the first year's dues will also be required.

Once you have the materials ready, you should:

- Write check to "CAP National Headquarters" for the initial dues are \$56 (the yearly renewal dues are apparently \$51).
- Go ahead and make copies of your documents, including the check, and send them to:
 - o Maj. Shawn N. Hauser
 - o 5883 Jenny Marie Ct.
 - o Indian Springs, OH 45011

After submission, you will usually get your id card and welcome package with 4-6 weeks.



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CAP Organization Overview

Understanding the basic CAP organizational structure will help you see how the organization works. This will be covered more in your orientation training. We have provided this information as a primer.

CAP is organized into several layers. These include: Region, Wing, Group, Squadron, and Flight. Ultimately, you are part of a squadron. There are three types of Squadrons: Cadet, Senior, or Composite. A composite squadron is made up of both Seniors and Cadets. Our squadron is a senior squadron.

Your organizational information:

Region: Great Lakes Region
Wing: Ohio Wing
Group: Group 1 (Cincinnati Area)
Squadron: 244 (Tri-County Senior)
Flight: Not Applicable

Sometimes you will see a request for your “Charter”. This should be the combination of your Region, Wing and Squadron. In our case: GLR-OH-244.

Training

Training and preparedness are key items for a senior squadron. We must be prepared to perform our duties at all times. Some of the key initial training is outlined in this section. For additional information, refer to CAPR 50-17. This regulation can be found at:
http://www.capnhq.gov/docs/webregulations/R050_017.pdf

Basic Definitions

The first thing you will notice is a lot of acronyms. Some in the training area are:

101T Card

This is a document that authorizes you to be involved in training for specific missions or functions. You will be issued a 101T card for each of the ES qualifications you will be training to perform. These cards will be used to track progress toward your certification. 101T cards are now updated online. Your unit commander will provide you new cards as requirements are met. A sample of the 101T card is included in the back of this document.



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101 Card

Your 101 card identifies your qualifications in CAP. You should keep this card with you at all times. It will be required for most CAP activities. As you add more qualifications, updated cards will be issued by the Unit Commander

Your Initial Training

Key Training during your First Six Months:

- Orientation and Cadet Protection Program
- Basic Radio Operator
- General Emergency Services
- Incident Command System

Senior Orientation and Cadet Protection Program (CPPT)

These two courses are conducted at the group level. We combine both into a one day session. They are usually offered once a quarter. Ask when the next one is scheduled and try to attend. These will be required before you can participate in many activities.

Basic Emergency Services (ES) and Incident Command System (ICS)

One of the basic training items that need to get completed is your basic General Emergency Services and Incident Command Systems training. All the materials and the quiz can be completed online.

This training should be completed as soon as you can. This is required before you can participate in any additional ES training (i.e. Search and Rescue Exercises - SAREX).

This training is also designed to provide more uniform training for members throughout the 52 wings of CAP.

Reference Material

The following reference material will be needed to do this training. I would suggest creating a binder of this material so you can refer back to the regulations, etc. This process will need to be done every two years.

All of the following can be viewed from the CAP National Site:

<http://www.capnhq.gov/docs/webregulations/pubsweb.htm>

- CAPR 60-1, CAP Flight Management
- CAPR 60-3, CAP ES Training and Operational Missions
- CAPR 60-4, Volume 1 - CAP Emergency Services Mission Forms
- CAPR 60-4, Volume 2 - CAP Emergency Services Training Forms
- CAPR 60-5, Critical Incident Stress Management (CISM)



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- CAPR 173-3, Payment for CAP Support
- General Emergency Services (GES) Tasks

Test Completion

The test is on the ES curriculum web page (<http://www.capnhq.gov/nhq/do/dop/ESCP8.htm>).

Click on "Online General Emergency Services Course" and that will take you to the login page. Choose the 100 question test (just because you like taking tests) and enter your CAP ID number.(you know that 6 digit number that is on your new membership card) This will take you to the test. The test is open book. I would suggest printing out the test, completing on paper, and then entering into the system.

Recording of Results

Upon completion of the quiz, the system will grade it and give you a completion certificate and number. Send the certificate to Capt. Windham and he can update your records.

Radio Operator Training

This training is usually conducted at the Unit level on a periodic basis. This gives you the authority to use CAP Radios. CAP, as a government agency, is not under the authority of the FCC but rather the NTIA.



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Advanced Training

Mission Training

Our Squadron is striving to have members mission qualified in several roles. For SAR missions, there are three air crew positions: Mission Pilot, Mission Observer, and Mission Scanner. In addition to air crew, you can train for ground crew and mission base roles.

In your training you will work through these positions. This way you can become a qualified mission member as you progress in your training.

CAP Specialty Tracks

Once you complete your initial training, you will need to consider what role you wish to play in CAP. Level II training focuses on your selected functions in CAP.

- 200 Personnel Officer.
- 201 Public Affairs Officer.
- 202 Finance Officer.
- 203 Inspection Officer.
- 204 Senior Program Officer.
- 205 Administration Officer.
- 206 Logistics Officer.
- 210 Flight Operations Officer.
- 211 Operations Officer.
- 212 Standardization/Evaluation Officer.
- 213 Emergency Services Officer.
- 214 Communications Officer.
- 215 Aerospace Education Officer.
- 216 Cadet Program Officer.
- 217 Safety Officer.
- 218 Plans and Programs Officer.
- 219 Legal Officer.
- 220 Medical Officer.
- 221 Chaplain.
- 222 Commanding Officer.
- 223 Historian.
- 225 Moral Leadership Officer.



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Uniforms

This is one of the most confusing areas for a new senior member.

Key Reference: CAPMANUAL39-1(E), 1July1997

Uniform Manual - http://www.capnhq.gov/docs/webregulations/M039_001.pdf -

Types of Uniforms

Air Force Style

Battle Dress Uniform (BDU)

Some key points:

- Most versatile, best first bet (aka Class C's)
- Make sure you match: Summer versus winter
- CAP Patches must be order via CAP Bookstore (see below)

Short-Sleeve Blues

- #2 priority, some never wear these at all. (aka Class B's)

Service Dress

- Jacket and Tie, may never use - I got one since I plan on doing recruiting and Public Affairs (aka Class A's)

Flight Suit

- Can be ordered various places and usually Army and Navy stores.
- CAP Supply and Bookstore if you want new.

Mess Dress

- Formalwear, available via Bookstore
- Lowest Use

CAP Distinctive Uniforms

In addition to the Air Force style uniforms, CAP also has some CAP distinctive uniforms. These uniforms allow for more casual compliance to the Uniform regulations. These are also used for members that do not meet the CAP height and weight guidelines.

Polo Shirt

- Key casual uniform
- The polo shirt is a dark blue short sleeve shirt than can be ordered via the CAP Bookstore.
- This can be ordered with your name embroidered.



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- There is a significant delay when ordering this shirt, so do so early.

Blazer Combination

- Good alternative for Air Force service dress
- Available via CAP Bookstore

CAP Flight Suit

- Blue version of Air Force Style
- Order via Bookstore

Pilot Shirt

- White, alternative to Air Force blues.

CAP Overall (New Dark Blue Flightsuit Style)

- Alternative to Air Force flight suit
- Significant improvement over old CAP light blue jumpsuit

CAP Dark Blue BDUs - New

- Alternative to Air Force BDUs

Sources for Uniforms

CAP Supply:

<http://www.capsupply.com/> -

Some items here, such as flight jackets, flight suits, etc.

CAP BOOKSTORE

http://www.caphq.gov/nhq/bookstore/cap_bookstore.htm -

All nametags, etc. must be ordered thru here

The Hock Shop – Just found, never used personally

<http://www.thehock.com>

Wright Patterson AFB

You can get all the basics here, that is what I prefer. You can get on the base with your id card. Depending on security level at the time, you may need to get a day pass. I've always just shown my id. The guard can direct you to the clothing store.

Army & Navy Stores

Used uniforms can usually be obtained through these stores. Make sure you have the right ones and they look good.



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Flying in CAP

Fast Start Material

CAP is an aviation-focused organization, **but you don't have to be a pilot to have a long, satisfying CAP career.** Most members are not pilots; they are aviation enthusiasts who wish to serve—on the ground or in the air.

Becoming a CAP Pilot. As a minimum, you must have at least a FAA private pilot certificate, a valid medical certificate, and be qualified in accordance with CAPR 60-1, *CAP Flight Management*, to obtain the CAP pilot rating.

Soaring. Soaring is a growing CAP flight activity and members are encouraged to take part. To obtain a CAP glider pilot rating, you must have a FAA glider private pilot certificate.

Ballooning. CAP flies balloons too! If there is ballooning in your area, you can obtain a CAP balloon pilot rating if you hold a FAA balloon private pilot certificate.

Scanner/Observer. CAP pilots cannot fly aircraft and at the same time perform the most effective job of ground observation. Consequently, CAP has other members who fly with the pilot and do the main job of observing. These members are rated as scanners or observers. Like pilots, CAP scanners and observers have different ratings according to their qualifications and wear distinctive wings designed to display those qualifications. Members who are interested in pursuing duty as a scanner or observer should consult CAPR 50-15, *CAP Operational Missions*.

Flying Safety. Flying safety is highly emphasized during all CAP flying activities. CAP pursues an active accident prevention program to prevent loss of life and property damage, both in the air and on the ground. CAP's safety program is based on personal motivation and managing risk on a continuing basis. It is the responsibility of each CAP member to help make CAP activities as safe as possible.



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Addition Pilot Content

Ohio Wing Aircraft

The Ohio Wing have several aircraft. All aircraft scheduling is done via a scheduling we site located at: <http://www.aircraftclubs.com>. Our "Club ID" is **GLR-OH-254**.

Raymond Francis, our Wing Maintenance officer can register you for access. Please email him at raymondf@owwco.com. Please provide Col. Francis with the following information:

1. Full Name
2. E-Mail address
3. Home telephone number
4. Work telephone number
5. Cell telephone and pager number if they have one
6. Date that their form 5 EXPIRES
7. Date that their medical certificate EXPIRES

CAP Form-5

In order to be authorized to be PIC for Civil Air Patrol, you must complete a CAP Form 5 checkride. A Form 5 is no more difficult than your typical rental checkout. These must be completed every year with a certified CAP Check Pilot.

The following link has more information on completing your Form 5:

<http://www.capnhq.gov/nhq/do/dov/index.html>

If you are a pilot, you are encouraged to complete you Form-5 within your first few months. Our Operations Officer, Capt Eric Priebe, can help you thought this process.

Pilot Levels

(See Flight Management Regulation for Details)

Sever CAP pilot qualification levels exist. These include:

Transport Pilot

Transport Pilot is the first mission qualification you can achieve. The requirements can be found in CAPR 59-1. In summary, you can qualify for transport pilot once you have 100 hours PIC and 50 hours Cross Country

Mission Pilot

Mission pilots are authorized to fly actual ES missions. The qualification of mission pilot is a minimum of 200 hours PIC. There is additional training and requirements to qualify for mission pilot. Refer to CAPR 59-1 for more information.

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Orientation Pilot

CAP provides orientation flights for all cadets and ROTC cadets. A minimum of 200 hours of PIC is required for qualification. This is a great way to build hours and work with cadets. More information on this Cadet Orientation Flight Program can be found on the national web site under cadet programs.



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Appendix 1: CAP Missions

Emergency Services

The Emergency Services mission includes search and rescue and disaster relief operations. CAP members' talents have augmented the Air Force in search and rescue and disaster relief since CAP's formation in 1941. CAP has assisted the nation in times of disaster and in emergency situations when its resources could be used. The primary mission objective of Emergency Services is to save lives and relieve human suffering. To be effective, the lives of CAP personnel performing missions must be safeguarded. CAP demands professionalism in organization, training, and mission execution to accomplish this service. Only qualified members are allowed to participate in actual missions.

Search and Rescue (SAR)

All CAP personnel who participate in SAR operations are volunteers who have been specially trained. A SAR mission is always a serious and critical endeavor. Therefore, CAP units may not participate in a SAR mission unless they have people trained to quickly and successfully accomplish the mission. Life-saving techniques, attained through prior planning and practical exercises in performing the tasks required, must be carried out with speed and efficiency. SAR missions can be quite involved, with many functions and activities to be supervised and accomplished. A typical SAR mission will require people trained in the following areas: command, administration, planning, operations, media relations, and logistics. **NOTE:** Many of these task areas are similar to the specialty tracks described in Attachment 1, and they are governed by CAPR 50-15, *CAP Operational Missions*, and CAPR 55-1, *CAP Operational Mission Procedures*. **EXAMPLE:** You can choose a cadet program officer specialty track and also train to be a SAR mission coordinator.

Disaster Relief (DR) Operations

The Federal Emergency Management Agency (FEMA) is the single point of contact within the federal system for disaster relief planning and management. This includes civil defense, natural disasters, and man-made emergencies. CAP has national-level agreements with many government and non-government relief agencies. Included are such organizations as FEMA, the American Red Cross, and the Salvation Army. CAP also has agreements with local agencies at wing levels and participates with the various state and local emergency management offices.

The organization of CAP DR efforts is very similar to the SAR mission. The main difference is the agency that controls the mission. CAP always retains command of CAP resources, but mission control is delegated, usually at the state level, to the agency primarily responsible for a particular DR operation.

Other Flight Missions

CAP flight activities are not limited to SAR and DR. There is a national-level agreement between CAP and the US Customs Service and the Drug Enforcement Agency. Under this agreement, CAP provides reconnaissance, transportation, and communications services to assist these agencies in the control of drug traffic. CAP has no law enforcement authority, it only provides "eyes." Another important mission



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for CAP pilots is orientation flights for CAP cadets and college Air Force ROTC cadets. These flights are often the first opportunities they have to fly and are great motivators.

The CAP Communications Network

Critical to the accomplishment of the Emergency Services mission is the CAP Communications Network, which is manned by thousands of CAP volunteers. The network is a system of fixed, mobile, and airborne radios. CAP radio nets are operated by qualified CAP personnel and afford the best medium for members to apply what they learn by performing actual radio communications.

Aerospace Education

Actually, aerospace education activities permeate most of CAP's functions in one way or another. There are two distinct programs. One is for CAP members and follows a definite plan of participation and progression. The second program is for nonmembers of CAP—for teachers, classroom students, school administrators, and other interested individuals.

The program for senior and cadet CAP members is known as internal aerospace education. It is designed to provide a general knowledge of all aerospace activities, along with the resultant impact of aerospace activities upon our society. The aerospace education program is based on activities and study. Aerospace education is enriched by guest lecturers who are specialists in some phase of aerospace activity; visits to aerospace installations; participation in applied aerospace science activities; and practical experience with aerospace equipment, such as flights in contemporary aircraft.

All other aerospace education activities in which CAP is involved are considered external aerospace education. CAP furnishes aerospace education guidance and materials to educators throughout the nation. Each region is represented by an educator who is known as the regional director of aerospace education (RDAE) who assist educational institutions in planning aerospace education projects, generally referred to as "workshops." Such assistance may come directly from the RDAE's office or it may be provided by one of the CAP aerospace education officers located at wing or squadron level. This assistance is provided to schools, civic organizations, and community projects promoting aerospace awareness.

Aerospace education for the general public is provided as a public service using exhibits and demonstrations as well as cooperative programs with business, fraternal, civil, and service organizations. Through these programs, aerospace education fosters our nation's commitment to the future. One of the most notable examples of CAP's commitment to aerospace education is the National Congress on Aviation and Space Education, sponsored by CAP. National Congress is designed to promote an understanding of aviation and space education to teachers throughout the nation. This motivational program encourages teachers to incorporate aerospace education into their curricula and leaders to speak out on the aerospace issues facing our nation today.

The Cadet Program

The CAP Cadet Program is designed to motivate and develop well-rounded young people, who in turn will become model citizens and the future leaders of our nation. The program introduces thousands of



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young people between the ages of 12 and 20 to aviation, and offers outstanding programs, including some that provide flight instruction in a light airplane or glider at low cost.

The CAP Cadet Program is divided into five phases. The first is an introductory or motivational phase, during which the prospective cadet becomes acquainted with the procedures, requirements, and goals of CAP. Beyond the introductory or motivational phase, there are four numbered phases. Each of these phases emphasizes five areas of achievement—aerospace education, moral leadership, leadership laboratory, squadron activities, and physical fitness. The program is oriented toward activities held within the individual squadron setting. Activities selected by a squadron for its program are designed to meet the individual member's need. Squadron activities such as drill teams, model rocketry, and model airplane building have been adopted by many units who have enthusiasts in these areas.

A cadet advances through the program by accomplishing specific achievements. For each of the achievements that make up the program, there is an achievement form the cadet completes in consultation with his squadron commander. When the specifications of each achievement have been met, the cadet is eligible to progress to the next achievement and advance in grade. The number of achievements completed determines not only a cadet's grade, but his or her eligibility for activities and scholarships.



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Appendix 2: CAP Specialty Tracks

(CAPR 50-17, CAP Senior Member Training Program)

This list contains short descriptions of each specialty track. For more details see your unit senior program officer.

200 Personnel Officer.

Performs duties related to processing unit personnel actions such as membership applications, promotions, and charter changes. Establishes and maintains up-to-date personnel files and ensures all regulations, policy letters, and forms required to administer the unit's personnel program are available and up-to-date. Develops local unit personnel policies and procedures, provides assistance and guidance to the unit commander and other staff members on all personnel matters, and monitors the overall personnel program within their jurisdiction.

201 Public Affairs Officer.

Assists the commander on all media relations and internal information matters. Plans, develops, and implements a public affairs program based on media relations, community relations, and internal information activities. Acts as liaison with other organizations and agencies as required in the performance of these activities.

202 Finance Officer.

Responsible for posting ledgers and preparing vouchers, checks, and deposits for unit accounts. Prepares unit budget, controls monies, monitors transactions, and prepares monthly activity reports. Keeps commander advised in all financial matters.

203 Inspection Officer.

Performs inspections when required. Prepares inspection checklists for all areas of inspection and prepares written reports of inspections as required. Reviews publications, plans, policies, and statistics to determine areas of special interest. Briefs commander and staff on inspections and recommendations.

204 Senior Program Officer.

Plans, coordinates, and schedules senior member training activities. Maintains unit training records, training library, and operates audio-visual equipment. Prepares documentation in support of training awards for the commander's review. Coordinates member training accomplishments with other staff members. Instructs at training courses. Advises the commander on training required to meet unit manning needs.



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205 Administration Officer.

Maintains master publications library. Prepares correspondence, reports, schedules, inventories, and requisitions. Operates centralized correspondence and message distribution center. Reviews locally developed publications to ensure they are administratively correct prior to publication. Provides management assistance when required.

206 Logistics Officer.

Responsible for receipt, storage, distribution, recovery, and proper disposal of all CAP property held by the unit. Recommends allocation of motor vehicles and maintains motor vehicle records. Responsible for vehicle maintenance, marking, and painting. Ensures aircraft are painted and identified in accordance with current directives and makes sure aircraft are maintained in an airworthy condition in accordance with FAA requirements.

210 Flight Operations Officer.

Responsible for the management and control of unit aircrews, aircraft, and flight operations. Understands CAP flight management policies and procedures and the administrative procedures governing flight operations. Assists in the preparation of plans, programs, and directives to govern the unit.

211 Operations Officer.

Develops operations policies and procedures to ensure mission accomplishment and provide guidance to unit personnel. These activities include developing standing operating procedures, evaluation methods, and accident prevention programs and reporting procedures. Requests transportation and mission authorizations.

212 Standardization/Evaluation Officer.

Technician: Performs duties as a CAP instructor pilot and check pilot, responsible for flight and ground instruction as well as flight evaluation in CAP aircraft.

Senior: Performs duties as a CAP check pilot, administers check flights, written examinations, and maintains pilot training folders.

Master: Wing pilot designated to administer check flights, written examinations, and develop wing training and evaluation procedures.

213 Emergency Services Officer.

Assists the commander by managing and directing emergency service activities. Establishes working relationships with local agencies responsible for search and rescue, disaster relief, and other local emergencies. Develops emergency service plans, training programs, and standard operating procedures and maintains a rapid alerting system to assemble emergency service resources as needed.



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214 Communications Officer.

Maintains and operates radio equipment. Familiarizes communications trainees with the basic concept of CAP communications operation. Operates CAP radio stations. Develops and implements communications plans, programs, and directives. Plans and conducts communications conferences, meetings, and workshops.

215 Aerospace Education Officer.

Implements aerospace education activities and duties involving cadets, seniors, aerospace education members, communities and schools. Develops materials and activities and promotes aerospace education programs for the local community. Assists the commander in making aerospace education related policy decisions.

216 Cadet Program Officer.

Conducts cadet training in aerospace education, leadership, physical fitness, moral leadership, and other activities. As special assistant to the commander, implements and monitors programs in cadet personnel and administration, cadet activities, aerospace education, or leadership laboratory.

217 Safety Officer.

Manages the safety program. Develops safety plans, programs, and directives. Coordinates with other staff agencies to develop accident prevention procedures and collects data to determine safety program effectiveness. Conducts accident investigations.

218 Plans and Programs Officer.

Gets programs started and completed, and keeps the commander informed on the progress of each program. Develops plans and programs to accomplish assigned tasks. Coordinates activities of other staff sections and assigned units in accomplishing goals and objectives set out by the commander. Assigns personnel, establishes suspense dates, and follows up to ensure task completion.

219 Legal Officer.

The professional fields of law and medicine (219 and 220) do not have study guides. These positions only have a code number. Promotion criteria for these members are outlined in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*. Members of these professions may enter any of the other training tracks using the training guide for those specialties.

220 Medical Officer.

See (219) above.



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221 Chaplain.

Provides worship, liturgies, rites, and religious observations. Conducts pastoral counseling, spiritual nurture, and ethics and values instruction. Provides group pastoral care and spiritual renewal. Gives advice on religious, ethical, and quality of life concerns and maintains ecclesiastical and clergy relations.

222 Commanding Officer.

Specialty code 222 is used only to designate personnel in command positions and is not a specialty training track.

223 Historian.

Responsible for unit historical program. Collects and preserves historically significant material. Publishes general and special histories, monographs, and studies. Publishes material to inform the general public about CAP history. Attends meeting of historical and other learned societies.

225 Moral Leadership Officer.

The MLO performs in a capacity similar to a chaplain, but is not required to meet the ecclesiastical endorsement and education level prerequisites for a chaplaincy. There is no MLO study guide at this time. Talk to your senior program officer and wing chaplain if you are considering this specialty.



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Appendix 3: Uniform Checklists

UNDER DEVELOPMENT

Battle Dress Checklist

Item	Qty	Size	New Source(s)	Used Source	Comments
Battle Dress Shirt	1		WPAFB CAP Bookstore	Army-Navy Stores	
Battle Dress Pants					
BDU Hat					
Squadron Hat (Optional)			Eric Preibe	NA	
Blue Name Tag - Cloth			CAP Bookstore		Your Name
Blue Breast Badge – Cloth			CAP Bookstore		
Embroidered CAP Collar Insignia			CAP Bookstore		
Embroidered CAP Seal			CAP Bookstore		
Cloth Grade Insignia			CAP Bookstore		
Cloth Wings			CAP Bookstore		
Ohio Wing Patch			CAP Bookstore		

Service Dress Checklist

Item	Qty	Size	New Source(s)	Used Source	Comments
Blouse			WPAFB CAP Bookstore	Army-Navy Stores	
Pants					
BDU Hat					
Squadron Hat (Optional)			Eric Preibe	NA	



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Mess Dress Checklist

Item	Qty	Size	New Source(s)	Used Source	Comments
Blouse			WPAFB CAP Bookstore	Army-Navy Stores	
Pants					
BDU Hat					
Squadron Hat (Optional)			Eric Preibe	NA	



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Appendix 4: Squadron Leadership

TRI-COUNTY SENIOR SQDN BLUE ASH ANG BASE BLUE ASH, OH

The following is a list of personnel for TRI-COUNTY SENIOR SQDN

1/3/200

2

Command

Maj. Shawn Hauser

5883 Jenny Marie CT
Indian Springs, OH 45011

E-mail 1:

Lt Col Howard E Hiler

10383 GAINESVIEW DRIVE
HARRISON, OH 45030-1935

E-mail 1: hehiler@yahoo.com

Commander (CC)

Home: 513-887-0555 FAX:
Work: 513-829-5477 Cell:
Pager:

Deputy Commander (CD)

Home: 513-367-0684
Work: 513-782-7038 Cell: 513-827-1078
Pager: 513-396-3558

Administration

2Lt Mark A Woods

5920 MINDY DRIVE
HAMILTON, OH 45011

E-mail 1: woodsma@fuse.net
E-mail 2: woodsma@hotmail.com

Lt Col Robert J Medlock

1760 HAMILTON RICHMOND
RD
HAMILTON, OH 45013

E-mail 1: medlockr@one.net

Administrative Officer (DA)

Home: 513-856-9491
Work: 513-744-6613 Cell: 513-312-7342
Pager: 513-230-3620

Assistant to Administrative Officer (DA)

Home: 513-867-8378
Work: 513-867-8378

2Lt Mark A Woods

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E-mail 1: woodsma@fuse.net
E-mail 2: woodsma@hotmail.com

Personnel Officer (DP)

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Work: 513-744-6613 Cell: 513-312-7342
Pager: 513-230-3620

Aerospace Education

Capt Thomas P Stahl

5866 RESWIN DR
FAIRFIELD, OH 45014

Aerospace Education Officer (ET)

Home: 513-829-0172
Cell: 513-604-8634

TRI-COUNTY SENIOR SQUADRON 244, CIVIL AIR PATROL
10649 MCKINNLEY ROAD, BLUE ASH OH, 45242



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E-mail 1: TSTAHL@FUSE.NET



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Communications

Capt Howard B Hunt Jr

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CINCINNATI, OH 45231-1825

E-mail 1: hunter@one.net

2Lt Mark A Woods

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E-mail 2: woodsma@hotmail.com

Communications Officer (DOK)

Home: 513-825-4480

Cell: 513-623-9198

Assistant to Communications Officer (DOK)

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Work: 513-744-6613

Cell: 513-312-7342

Pager: 513-230-3620

Finance

Capt Robert J Kidd Sr

159 W 73RD STREET
CINCINNATI, OH 45216

Finance Officer (FM)

Logistics

Capt Robert J Kidd Sr

159 W 73RD STREET
CINCINNATI, OH 45216

Logistics Officer (LG)

Operations

Capt Eric F Priebe

1717 CORNELIUS COURT
OKEANA, OH 45053

E-mail 1: efriebe@cs.com

E-mail 2: eric.priebe@intermec.com

Operations Officer (DO)

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Cell: (513) 325-4862

1Lt Lisa A Woodbury

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Emergency Services Officer (DOS)

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Work: 513 784-8395

Cell: 513 379-0340

1Lt Allan J Koglmeier

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MARIEMONT, OH 45227

E-mail 1: ajkogl@aol.com

Search and Rescue Officer (DOSS)

Home: 513-271-4434

Work: 513 784 2610

Cell: 513 703 4003



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Capt Thomas P Stahl

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Flight Release Officer (DOOR)

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Flight Release Officer (DOOR)

Home: 513 738 4394 FAX: (513) 738-2515
Work: 513 738-1519 Cell: (513) 325-4862

Assistant to Flight Release Officer (DOOR)

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Cell: 513-604-8634

Plans

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Safety

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Safety Officer (SE)

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Work: 513-782-7038 Cell: 513-827-1078
Pager: 513-396-3558



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Appendix 5: Squadron Roster



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Appendix 6: Sample 101T Scanner Card

SPECIALTY QUALIFICATION TRAINING CARD		
<u>Mission Scanner</u>		
NAME (Last, First, MI) Joe Senior	CAPID 309xxx	DATE ISSUED 2/6/2001
Prerequisites		
Prerequisite		Date Completed
Satisfactorily completed current CAPT 116		1/1/2001
At least 18 years of age		2/27/1984
The above listed member has completed the required prerequisite training for issuance of the CAPF 101T-MS		
<u>e/Medlock, Robert J</u> UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE		<u>4/9/2001</u> DATE
<i>Familiarization and Preparatory Training</i>		
Familiarization & Preparatory Training Requirement	Trainer's Initials	Date Completed
Demonstrate knowledge of aircrew responsibilities	Windham, W	2/6/2001
Demonstrate knowledge of mission aircraft operations and limitations	Windham, W	2/6/2001
Demonstrate knowledge of survival and first aid procedures	Windham, W	2/6/2001
Demonstrate knowledge of aviation weather	Windham, W	2/6/2001
Demonstrate knowledge of high altitude and terrain considerations affects on missions	Windham, W	2/6/2001
Demonstrate knowledge of navigations and position determination	Windham, W	2/6/2001
Demonstrate knowledge of search coverage	Windham, W	2/6/2001
Demonstrate knowledge of visual search patterns and procedures	Windham, W	2/6/2001
Demonstrate knowledge of scanning techniques and sighting characteristics	Windham, W	2/6/2001
Demonstrate knowledge of aircrew coordination and CRM	Windham, W	2/6/2001
The above listed member has completed the required familiarization and preparatory training requirements for the Mission Scanner specialty qualification and is authorized to serve in that specialty while supervised on training or actual missions.		
<u>e/Windham, William E</u> UNIT/WING/REGION COMMANDER OR AUTHORIZED DESIGNEE'S SIGNATURE		<u>2/6/2001</u> DATE
CAPF 101T-MS, December 2000		



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Advanced Training

Advanced Training Requirement	Trainer's Initials	Date Completed
Demonstrate the ability to identify known search targets	Windham, W	3/10/2001
Demonstrate the ability to track the route of flight on an aeronautical chart	William E Windham	7/15/2001
Demonstrate the ability to track the route of flight on a road map	William E Windham	7/15/2001
Demonstrate the ability to mark search targets on an aeronautical chart	William E Windham	10/30/2001
Demonstrate the ability to mark search targets on a road map		
Demonstrate the ability to recognize ground/air emergency signals in flight	Windham, W	3/10/2001
Demonstrate the ability to locate people and vehicles on the ground during a grid search		
Demonstrate the ability to plot SARSAT hits on a sectional chart	Windham, W	3/10/2001
Demonstrate ground emergency egress from the aircraft from the scanner's position	William E Windham	7/15/2001
Complete the current continuing education course for mission scanners		

Exercise Participation

The above listed member satisfactorily participated as an Mission Scanner trainee under my direct supervision on mission number **GLROH01083**

e/**Priebe, Eric**

QUALIFIED SUPERVISOR'S SIGNATURE

3/3/2001

DATE

The above listed member satisfactorily participated as an Mission Scanner trainee under my direct supervision on mission number **GLROH01085**

e/**Windham, William E**

QUALIFIED SUPERVISOR'S SIGNATURE

4/8/2001

DATE

Unit Certification and Recommendation

The above listed member has completed the requirement for the Mission Scanner specialty qualification and is authorized to serve in that specialty on training or actual mission. This document can be used in lieu of a CAPF 101 until a new CAPF 101 is received reflecting you upgraded specialty.

UNIT/WING/REGION COMMANDER OR
AUTHORIZED DESIGNEE'S SIGNATURE

DATE